



FEMA

EMPLOYMENT OPPORTUNITY

FEDERAL EMERGENCY MANAGEMENT AGENCY

VACANCY ANNOUNCEMENT/OPPORTUNITY #: RB-06-507-BEE
OPENING DATE: 08/25/2006 CLOSING DATE: 09/11/2006

The Response Division is establishing a new unit of the National Response Coordination Center (NRCC).

This position is being advertised with a "Selective Placement Factor." Failure to address this factor will preclude you from further consideration.

(1) The incumbent of this position must have or be able to obtain a TOP SECRET clearance; (2) This position includes emergency duty assignments. As part of the emergency duties assigned to this position, the individual may be required to deploy to the field in support of a disaster where conditions may be austere for short periods of time when deployed to the field; (3) Occasional travel will be required; and (4) the incumbent will be required to work on rotational shifts and may have irregular hours.

TYPE OF EMPLOYMENT: Full Time - Permanent
POSITION: Program Support Specialist (Emergency Response)
SERIES - PAY GRADE: GS-0301-09/11/12
NUMBER OF POSITIONS: 2
PROMOTION POTENTIAL: GS-12
SALARY RANGE: \$44,856 - \$84,559 per annum, including locality
ORGANIZATION: DHS/FEMA
Response Division
Operations Branch
Incident Response Section, NRCC
Operations/Planning Unit of the NRCC

DUTY LOCATION: Washington, DC

RELOCATION EXPENSES ARE NOT AUTHORIZED

WHO MAY APPLY: All Sources

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply. (Veterans applying under this category must provide proof (DD 214) of service with submission of application).

INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP): Federal Career and Career-Conditional Displaced employees in the local commuting area who are rated "well qualified" will receive special selection priority. If you are claiming CTAP/ICTAP eligibility, you must submit a copy of your recent performance appraisal (at least "Meets or Exceeds", or equivalent), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. Please do not submit a cash/time off award SF-50, as this does not verify grade. To be considered under CTAP/ICTAP, you must meet the well qualified standards for the position. A well qualified applicant must satisfy the following criteria: In addition to meeting minimum qualifications including selective placement factors, education and experience requirements, the applicant

must score at least an 85 (prior to veteran's preference being applied) on the application questions as established and be able to perform the duties of the position upon entry.

Competitive status is not required for qualified handicapped individuals eligible for appointment under 5 CFR 213.3102(u); qualified 30% or more disabled veterans eligible for appointment under 5 CFR 316.402(b)(5); those eligible under the Veteran's Readjustment Act; and, those eligible under the Veterans Employment Opportunities Act of 1998, provided that these individuals otherwise meet the description of "Who May Apply."

DUTIES: The Operations/Planning Unit of the NRCC is primarily responsible for analyzing, planning and implementing an all-hazards response with an emphasis toward the development of innovative and cutting edge solutions to emergency management. Serves as program support to the team and the liaison for all administrative matters related to the program(s). Analyzes processes and programs of an administrative nature in a changing environment to ensure consistency and adherence to policies and guidelines. Participates in estimating short-and long-range human capital needs. Coordinates personnel actions within the team to ensure packages conform to administrative requirements and will achieve stated goals. Participates with supervisor in planning, developing and analyzing the financial operations of the team. Tracks expenditures and advises management as to the status of funds. Participates in multi-year planning ensuring proper alignment of resources. Analyzes processes within the team to ensure that the most efficient ways to achieve the best mix of people, equipment and support, within fiscal constraints, are on target with strategic goals. Replies to a variety of correspondence and inquiries by member of Congress, the White House, State and local governments and public interest groups which involves research and policy/regulation review. Prepares presentation material required for briefings, meetings or other management activities. Maintains general, up-to-date knowledge of important legislative, budgetary, Federal, State or local developments and actions which could affect policy, programs, missions and activities. Reviews relevant documents and other materials and provides recommendations to analysts for potential use in the revision or modification of programs and policy. Participates in special projects designed to improve the effectiveness of the delivery of programs.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

QUALIFICATION REQUIREMENTS: Applicants must meet the minimum qualification requirements as contained in the OPM's Qualification Operating Manual. These are available on line at www.opm.gov. The manual states that one year of specialized experience equivalent to the next lower grade in the Federal service is required. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position.

Applicants meeting the basic qualification requirements and any selective placement factor stated in this Employment Opportunity will be rated and ranked on the following Knowledge, Skills, & Abilities (KSA's). Applicants **must** submit a separate written statement addressing any selective placement factor and each KSA. **Failure to address the selective placement factor and each KSA separately will result in the applicant receiving no further consideration.**

Specialized Experience is experience that demonstrates the applicants ability to gather information, identify and analyze issues, and develop recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting.

Time-In-Grade Requirements: Status applicants must have served 52 weeks at the next lower grade in the Federal service. All qualifications and time-in-grade requirements must be met within 30 calendar days of the closing date of this announcement. The following is required of inservice candidates: For GS-09, 52 weeks at the GS-07; for GS-11, 52 weeks at the GS-09; for GS-12, 52 weeks at the GS-11.

Substitution of education for experience:

GS-9: Successful completion of the requirements for a master's or equivalent graduate degree OR 2 full

years of progressively higher level graduate education leading to such a degree OR LL.B or J.D., if related, may substitute for the specialized experience.

GS-11: Successful completion of the requirements for a PH.D or equivalent graduate degree OR 3 full years of progressively higher level graduate education leading to such a degree or LL.M, if related, may substitute for the specialized experience.

SELECTIVE PLACEMENT FACTOR:

To receive further consideration, applicants are required to address on separate paper, knowledge of the emergency management laws, executive orders, and regulations, the National Response Plan, the National Incident Management System (NIMS), and FEMA emergency teams.

KNOWLEDGE, SKILLS, & ABILITIES (KSAs):

For the GS-09, the following KSA's are to be addressed:

1. Knowledge of and skill in applying fact-finding techniques and methods used to gather and evaluate emergency management information and draw conclusions.
2. Ability to communicate orally to present analysis and findings and to establish and maintain effective working relationships with a wide range of individuals.
3. Knowledge of budget and procurement processes.
4. Knowledge of management information systems and office automation applications.

For the GS-11 and GS-12, the following KSA's are to be addressed:

1. Skill in serving as a principal advisor to an organization on all administrative management matters associated with programs and operations.
2. Ability to conduct productive research, using a variety of sources, and to provide a narrative summary of the information in reports, staff papers, or other documents to aid officials in decision-making on issues of importance to mission success.
3. Ability to perform budget estimates; initiate procurement requests; and coordinate personnel and financial management tasks.
4. Skill in the use of personal computers and software applications such as PowerPoint and Excel in order to develop spreadsheets, reports, briefings and miscellaneous office correspondence. **Please include in your narrative response a list of any software applications you have used and for what purpose.**

BASIS OF RATING: Applicants meeting basic eligibility requirements will be rated and ranked on the knowledge, skills and abilities, and other characteristics (KSA's) required to perform the duties of the position. Please review KSA's carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.). Applications will be reviewed to determine if the applicant meets the minimum qualifications as described in the announcement (either through experience and/or education) and any other legal requirements. IF the applicant meets the minimum qualifications, he/she will be given the minimum earned rating of 70 points. Applicants will then be rated by a rating panel, a subject matter expert, or Human Resources Specialist as determined by the Agency designee at the time of the rating. A maximum of 30 points may be awarded for KSA responses. The minimum earned rating plus the earned rating for all the KSAs will be combined to arrive at the total earned rating. Eligible veterans who meet established criteria will receive additional points (5 or 10) added to their total score as a result of their military service as appropriate. The applicants with the highest scores will be referred to the selecting official for possible selection.

CONDITIONS OF EMPLOYMENT AT FEMA

EMERGENCY ASSIGNMENT: FEMA employees may be subject to 24-hour on-call in the event of an emergency. This service may require irregular working hours, work at locations other than the official duty

station, and may include duties other than those specified in the employee's official position description. Selectee must be able to relocate to emergency sites with little advance notice and function under intense physical and mental stress.

REGISTRATION FOR SELECTIVE SERVICE: The Defense Authorization Act of 1986 requires that all male applicants born after 12-31-59, who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment within this Agency.

CITIZENSHIP: Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

DRUG TESTING: Applicants for this position may be required to submit to a urinalysis for illegal drug use prior to appointment.

DIRECT DEPOSIT: Mandatory Direct Deposit/Electronics Funds Transfer (DD/EFT) for salary payment is a condition of employment at FEMA. Selectee will be required to participate in DD/EFT.

The incumbent of this position is subject to occasional travel as well as work on rotational shifts and irregular hours.

SECURITY CLEARANCE REQUIREMENTS

NATIONAL SECURITY SPECIAL SENSITIVE POSITION: This is a National Security Special Sensitive position that requires a background investigation. Appointment to the position is subject to the applicant successfully completing essential security investigation forms, the applicant cooperating with the investigator, the completion of the investigation, and the favorable adjudication of the investigation. Additionally, appointment could require that the applicant satisfy additional security requirements established by FEMA or other Federal Departments or Agencies. Failure to satisfactorily complete any aspect of this process is grounds for termination.

OTHER INFORMATION

If claiming 5 point veterans' preference, a DD-214 reflecting character of discharge must be submitted. If claiming 10 point veterans' preference, both a DD-214 and SF-15 must be submitted along with the required documentation listed on the SF-15.

Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and other who may know you.

HOW AND WHERE TO APPLY

Applicants can apply for this position by submitting a resume, the Optional Application for Federal Employment (OF-612) **OR** any other written format. The resume or application must contain:

1. The Employment Opportunity number, title and grade of the job for which applying (indicate the lowest grade level that you will accept if applying for a position advertised at multiple grade levels);
2. Full name, mailing address, day and evening phone numbers, social security number, country of citizenship, branch and date of military service, if applicable;
3. High school name and location date of diploma or highest grade completed college name and

- location, majors, type and year of any degrees received;
4. Work experience that includes job titles, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week and salary; and
 5. List of other qualifications such as job related training courses, job related skills, job related certificates and job related honors, awards and special accomplishments.

Please submit a completed SF-171, Optional Form for Federal Employment (OF-612), resume, which clearly describes your ability and job knowledge. It is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this announcement.

IF YOU ARE FAXING OR EMAILING YOUR DOCUMENTS, THEY MUST BE RECEIVED BY 11:59 PM EASTERN TIME ON THE CLOSING DATE OF THE ANNOUNCEMENT. THERE ARE SEVERAL WAYS IN WHICH YOU MAY APPLY FOR THESE POSITIONS:

Mail - Use of a postage paid Federal Government agency envelope to mail your application or resume is not allowed and will not be considered. Complete application packages must be received in the office by the closing date of the announcement to receive consideration. All forms should be sent to:

FEMA Human Resources Division
Rm. 800, 500 C St. SW
Washington, D.C. 20472
Attn: JoAnn Sellman

Phone: 202-646-4040

E-Mail - FEMA-HIRE-ME@dhs.gov. Complete email packages must be received by the closing date of the announcement. **Please list the job opportunity announcement number in the subject line.**

Fax to JoAnn Sellman at 301-851-7100 . Complete faxed packages must be received by the closing date of the announcement.

To obtain additional information about employment opportunities, visit our WEB site at www.dhs.gov, or call 202-646-4040. Applicants needing TDD/TTY assistance should call the Federal Information Relay Service at 800-877-8339.

If you are sending your application via Email, please **DO NOT** use .zip or other compressed file formats. Preferred file formats include .doc, .txt, .pdf.

Be sure to include the job opportunity announcement number and your social security number on your application or resume. **Failure to provide the job opportunity announcement number and your social security number will result in loss of consideration for the position.** All application packages must be complete in order to receive consideration. This includes the following:

- At a minimum, the application or resume **and** the separate written responses to the knowledge, skills and abilities (KSAs) and selective placement factor(s), if required.
- If claiming 5-point veteran preference, member copy 4 of the DD-214, Certificate of Release or Discharge from Active Duty, or other proof of entitlement.
- If claiming 10-point veteran preference, submit SF-15, Application for 10-point Veteran Preference, plus the proof required by that form. The SF-15 form can be obtained from local Federal Job Information/Testing Centers of the U.S. Office of Personnel Management (listed in the telephone directory under U.S. Government) or call FEMA's Examining Unit on (202) 646-4040.
- Status applicants with career or career-conditional status or reinstatement eligibility must submit a copy of their most recent Notification of Personnel Action (Standard Form 50) showing tenure group and highest grade held. **IF YOU DO NOT SUBMIT AN SF-50, YOU CAN NOT BE CONSIDERED.**
- If applying as an ICTAP eligible, submit a copy of the Reduction in Force (RIF) or separation notice.

and a copy of the last performance appraisal.

THE FEDERAL EMERGENCY MANAGEMENT AGENCY IS COMMITTED TO EMPLOYING A HIGHLY QUALIFIED WORKFORCE THAT REFLECTS THE DIVERSITY OF OUR NATION. All applicants will receive consideration without regard to race, color, national origin, sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, and any other non-merit factor.

The Federal Government is an Equal Opportunity Employer.